

ROBERT SMITH

Jr. Program Management Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Jr. Program Management Analyst seeking a position within a company that allows me to use my extensive experience in the day-to-day Program Management, Administration, and organizational skills to excel. I'm eager to perform a variety of administrative and analytical tasks in support of a program or project. Assisting a Program Manager or Project Manager in developing plans, budgets, and schedules to meet contractual/project requirements will showcase my skills.

CORE COMPETENCIES

Financial Modeling, Financial Analysis, Program Management, Microsoft Office, SAP BPC

PROFESSIONAL EXPERIENCE

Jr. Program Management Analyst

Saic - January 2016 – Present

Key Deliverables:

- Coordinating the ongoing strategic intelligence meetings with Senior Executive Service (SES) level personnel.
- Supporting the efforts to analyze and evaluate organizational effectiveness and progress.
- Attending and coordinating the US Bices Program Managers weekly requirements meeting that outlines co-coms request for deployable US Bices IT capabilities, reviewing cost schedules, and program performance milestones.
- Responsible for ensuring the various divisions within the us bices program office coordinate scheduled events to ensure the office maximize efforts and provide acceptable technical feedback to the program manager.
- Attending the three monthly US Bices interim program reviews or program management reviews that focus on the financial status of the task order, ceiling amount, procurement status, and personal status.
- Coordinating with the U.S Bices change management seta to train the U.S Bices Program office on standardizing the request for changes process, resulting in an improved change management and configuration management.
- Purchasing, global vendor tooling and program management to ensure the appropriate maintenance of tracking documents and reports.

Program Management Analyst

Saic - March 2014 – January 2016

Key Deliverables:

- Served as a program management analyst responsible for coordinating the mission integration groups special access.
- Routinely collected and analyzed the classified material.

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- Reported data analyses to the management, ensuring proper data classification and enforcement of safeguarding procedures.
- Governed the organizations sharepoint site, communicating the joint efforts of the Intelligence Community (IC) and the Department of Defense (DoD) to approximately 100 personnel throughout the IC.
- Provided direct assistance to the chief of staff office regarding personnel security matters.
- Handled several sensitive personnel matters (e.g. Time card verifications, travel card issues, etc.).
- Pinpointed additional personnel needs (e.g. Program managers, joint duty details, liaison officers, etc.) based on differing threats and budgetary constraints.

EDUCATION

Master Of Political Science in Political Science - August 2012(American Military University)Bachelor Of Science in Management - March 2009(National American University - Colorado Springs, CO)

